



Leesburg Presbyterian Church

Financial Memo to File/for the Record #1-11. This memo supersedes Memo #1-08 dated April 28, 2010.

Subject: **Expenditure from Budget—Authority**

The Below Listed persons, most Committee Chairs, are the only ones who have Authority to authorize expenditures by and Approve Reimbursements for expenditures from their respective “Cost Centers” as indicated.

<u>Cost Center</u>	<u>Authorizer</u>
Administration/Youth Group	Rev. Deborah Parsons
Christian Education	Rev. Audrey Wiggins, Holly Rhodes
Deacons	Sandy Gasperini
Evangelism & Membership	Wynne Rodgers
Finance & Stewardship	Pam Poisson
Mission & Witness	Kathi Stone
Personnel	Stuart Brown
Property	Jason Hovda
Session	Jim Barnes, Rev. Deborah Parsons
Worship	Jane Wallace

The bookkeeper has the authority to pay without authorization, routine bills/charges that occur on a scheduled and/or annual basis. See attachment A.

In an emergency a Committee chair may authorize the Finance Committee chair to authorize expenses for his/her cost center.

In the absence of a Committee chair the Finance Committee chair may authorize expenses for a cost center.

The Pastor has the authority to authorize any expenses for a cost center.

The listing supersedes all previous listings of the same subject.

Pam Poisson
Chair – Finance & Stewardship

Copy to:
Financial Files
Julie Koochagian (Bookkeeper)
Session

7/25/11